THE NAVAJO NATION

VITAL STATISTICS MANAGER

DEFINITION: Under general direction, performs work of moderate difficulty in managing and overseeing the collection, verification and retention of vital statistics relating to the Navajo Nation's tribal enrollment, and the issuance of official documents on individuals and family status; develops and implements policies and procedures to improve service delivery; maintains liaison with tribal, state and county officials and the general public on matters related to the Nation's vital records; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes and directs activities of the Nation's Vital Records Program; directs and oversees research, collection, maintenance and preservation of tribal vital records, such as births, adoptions, guardianship, name changes, paternity, tribal membership and relinquishments, marriages, divorces and deaths; organizes and makes administrative decisions that may significantly impact on the program, such as personnel, budget, procurement or similar administrative responsibilities which support and directly affect the operation of the overall program; prepares budgets, modifications and resolutions; ensures compliance with program funding guidelines and regulations; plans, evaluates and improves program delivery; sets standards and goals for the overall program; makes policy decisions on difficult cases requiring comprehensive knowledge of the clan structure and enrollment regulations.

Identifies staffing levels and employee development requirements; conducts performance evaluations; interacts with various governmental agencies engaged in similar activities; organizes and maintains an automated enrollment management system by encouraging program automation/data conversion activities, retrieval, electronic filing and records maintenance systems; provides training on automated system; interprets federal and Navajo Nation Code, rules and regulations; certifies Certificates of Navajo Indian Blood, marital status, family profiles, affidavit of births and verification of Indian Preference for Employment and eligibility for benefits documents; provides training for assigned staff; prepares required reports; attends meetings and training; keeps abreast of new trends and innovation in the field of data management and support operations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices.
Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of the Freedom of Information Act and Privacy Act.
Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.
Knowledge of program operational activities, mission and client service requirements.
Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts.
Skill in operating and developing documents and reports, short and long-term plans and performance measures.
Skill in managing staff and maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff.

THE NAVAJO NATION

Class Code: 1229
Management Series
General Management Group
Overtime Code: Exempt
Pay Grade: 65

VITAL STATISTICS MANAGER

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:
- A Bachelor's degree in Public or Business Administration or closely related field; and three (3) years of program related experience.

PREFERRED QUALIFICATIONS:
- Two (2) years administrative experience in paper and electronic records management.
- Proficient in Microsoft Office software or other computer applications.
- General Management Certification in Records Management Technology.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.